

## ***Guidelines for Receiving Grant of financial assistance from ISHA for conduct of activities/programs/workshops/seminars/conferences***

ISHA has resolved to conduct programs as well as provide funding support for programs conducted by branches/chapters/organizations/institutions in areas commensurate with the aims and objectives of ISHA.

The number of such programs/activities and the amount of funding for the same each year would differ as per the proposal of EC and approval by the General Body of ISHA.

The EC of ISHA can agree on core themes/broad areas each year for conduct of such programs/activities by ISHA and nominate member(s) to conduct such programs in collaboration with organizations and institutions.

Permission must be sought from the Hon. Gen. Secretary for use of the ISHA logo providing specific details of where and how the logo of ISHA will be used. Any violation of the same would disqualify the provision of assistance

Funding will be provided only after the applicant/ authority responsible submits a brief report of the program/activity with photographs and a utilization report after the completion of program. The report (in part or full) may be included in the ISHA newsletter at the discretion of the Hon. Gen. Secretary.

### **Process for application of grant for financial assistance from ISHA**

- Download the application for grant of financial assistance from ISHA for conduct of activities/ programs/ workshops/seminars/ conferences (available at ISHA website: <http://www.ishaindia.org.in/>)
- Application to be filled in by the Organizing Secretary and counter signed by the Executive Authority in the case of organizations/institutions. The organizing secretary should be a life member of ISHA. In case of recognized branch or chapter of ISHA, the application should be signed by secretary and president of the branch or chapter. Duly filled in application form may be forwarded to the Hon. Gen. Secretary by email and post.
- Please allow a minimum of four weeks' time and a maximum of eight weeks' time prior to the proposed date of organization of activity for the processing of the application.

## **Selection of Applicants for ISHA grants**

1. Applications for grants will be scrutinized thrice a year by a sub-committee formed by the EC of ISHA.
2. Only those applications that follow the 'Guidelines for Receiving Grant of financial assistance from ISHA for conduct of activities / programs / workshops / seminars / conferences', will be shortlisted to receive funds.
3. Preference will be given to those branches/chapters/organizations/institutions that have not availed the grants in the past one year.
4. Those who were given grants in the past and have not submitted reports of their programmes with photos, as mentioned in the application form, will not be considered for a period of two years, if there is a delay in submitting details up to 6 months. If no submission is made, no further applications will be entertained.
5. The number of branches/chapters/organizations/institutions that will receive grants will be **not more than 2 in the first 4 months, not more than 2 in the second 4 months and not more than 1 in the last 4 months** (as currently only 5 branches / chapters / organizations / institutions can be provided the grants). The number of branches / chapters / organizations/institutions receiving grants will change depending on the funds allocated for the activity each year.
6. Those who are not sanctioned grants in the first / second 4-month period may be considered along with the other applications in the second / third 4-month period only if the event is not over.

### **Address for correspondence:**

#### **Shri Indranil Chatterjee**

Honorary General Secretary

Faculty, Dept. of Speech and Hearing

AYJNISHD (D), ERC, B.T.ROAD,

BONHOOGHLY, KOLKATA-700090

Mobile: 9433102816

Email: secretary@ishaindia.org.in | inchat@rediffmail.com